

Turn Around Time					
Sl No	Details of the Service	Requirement from the stake holders	Check List	Maximum processing time for the office	Contact details of the concerned official
1	Enquiry for inviting quotations	Budget Approval & Admn. Approval from CA.	Budget Approval, FC , Technical Specifications, and GeM Guidelines	7 Working Days	Administrative Officer
2	Publishing of tender (NILTE and NIATE)	Tender document and BOQ	Tender document and BOQ	2 days from the date of TD and BOQ approval.	Administrative Officer
3	Publishing of tender through GEM	GeM Bid Document and manual Tender is attached in ATC	GeM Bid Document and manual Tender is attached in ATC	As per GeM rules and regulations	Administrative Officer
4	Refund of EMD (no EMD is requested in case firm is MSME or startup)	EMD return request if unsuccessful, BG if successful	Receipt of BG if successful	3 Working Days	Administrative Officer
5	Return of Bank Guarantee	BG Return Request Letter	BG Return Request Letter	7 Working Days	Administrative Officer